

POSITION DESCRIPTION
MS COUNCIL ON DEVELOPMENTAL DISABILITIES
EXECUTIVE DIRECTOR

The Executive Director serves as the chief executive officer of the Council, recommends and participates in the formulation of new policies and makes decisions within existing policies as they have been approved by the Council. The Executive Director plans, organizes, directs and coordinates the staff, programs and activities of the Council to assure that objectives are attained, plans are fulfilled and member needs are met. For Council activities, the Executive Director is responsible to the Council and is directly supervised by the Chairperson. The Executive Director is evaluated annually by the Chairperson/Executive Committee on behalf of the Council. Within the limits set by the by-laws, policies and procedures, state and federal law, the Executive Director is responsible for and has commensurate authority to accomplish the following duties.

MAJOR DUTIES, RESPONSITIBILITIES AND TASKS

1. Provide primary staff support to the Mississippi State Council on Developmental Disabilities by:
 - a. assisting the Council, its committees and subcommittees, in formulating public policy impacting on people with developmental disabilities ;
 - b. preparing recommended policies, budgets, plans, reports, and resolutions for Council review and approval;
 - c. ensuring implementation of Council directives and policies;
 - d. identifying and implementing policies and practices promoting cost-effective Council operations;
 - e. representing the Council in establishing and maintaining effective working relationship with a variety of agencies and constituencies;
 - f. communicating Council policy, activities, requirements, recommendations and concerns to a variety of agencies, organizations and constituencies;
 - g. developing meeting agendas and related informational material and presentations;
 - h. coordinating all logistical arrangements required in scheduling and convening regular Council, committee and subcommittee meetings;
 - i. preparing written material including regular day to day correspondence and meeting minutes in accessible formats as appropriate; and

- j. assisting the Council and the Governor's Office in maintaining representative membership in compliance with state and federal law.
2. Support the developmental of leadership skills and abilities of Council members by:
- a. supporting the members of the Council to govern the Council and to address the Council's mandates;
 - b. providing training opportunities for Council members on the DD Act and the role of DD Councils;
 - c. providing training opportunities for Council members to participate in state and national conferences to gain information about state-of-the-art services and best practices;
 - d. assisting Council members in communicating with their State Legislators and Members of the Congress;
 - e. assisting committee and subcommittee chairpersons and Council officers to learn their roles and responsibilities and provide on-going support to insure their successful leadership;
 - f. maintain personal contact with all Council members; and
 - g. formulating strategies with Council leadership to promote interest and active participation in the Council's activities on the part of Council members.
3. Recruit, train and supervise personnel of the Council by:
- a. periodically reviewing the Council staff structure to meet the changing needs of the Council and making any recommendations for change to the Council;
 - b. obtaining maximum use of staff by clearly defining their duties, establishing performance standards and position descriptions for all staff, conducting performance reviews annually, and ensuring the existence of appropriate personnel policies;
 - c. directing the staff of the Council in implementing the activities required to reach the goals of the State Plan;

- d. managing, coordinating and monitoring staff products and activities, including grants management, necessary to implement Council objectives and priorities;
 - e. assuring directly and through supervision of staff that all Council committees, subcommittees and ad hoc work groups have necessary staff support for preparation, operations, decision making and follow-up; and
 - f. making all staff and project assignments.
- 4. Prepare annual State Plans, reports and budgets in accordance with Council directives and applicable federal requirements pertaining to the Developmental Disabilities Assistance and Bill of Rights Act by:
 - a. supervising and conducting surveys/needs assessments to determine needs of people with developmental disabilities in the state;
 - b. reviewing applicable federal regulations and assisting the Council with their interpretation;
 - c. soliciting Council and public input to proposed State Plans and budgets;
 - d. writing, editing and directing the development of and submitting within deadlines established for federal review and funding approval annual State Plans, annual reports, financial reports and budgets including non-federal match, and Priority Area Mandates (PAM); and
 - e. maintaining liaison with federal personnel and addressing needs/concerns expressed.
- 5. Administer the overall implementation of the Council's State Plan, direct the financial management of state and federally approved budgets contained in the plan, and manage Council approved grants and contracts with agencies and organizations conducting projects and activities and providing services for people with developmental disabilities with Federal Developmental Disabilities Act funding awarded by the Council by:
 - a. distributing and publicizing the approved Plan and explaining its contents to a variety of organizations, agencies and constituencies;
 - b. following the State and Designated State Agency (DSA) procurement requirements in sending applicants/Request for Proposals (RFP) for Council funds and awarding contracts for Council approved projects;

- c. assisting and supporting the Grants Manager of the DSA with the maintenance of all grant award paper work management throughout the year;
 - d. assisting and supporting the Fiscal Managers of the DSA in their receiving, accounting for, and dispersing DD funds based on State Plan, state and federal requirements;
 - e. coordinating preparation and processing of grant/contract agreements, along with the support of the DSA (Administration, Grants Manager, Fiscal Officer);
 - f. developing and maintaining a uniform fiscal expenditure reporting system for Council-funded projects;
 - g. reviewing expenditure reports (monthly cash reimbursement forms) to ensure compliance with state and federal regulations and adherence to contractual requirements;
 - h. coordinating approval and processing of payments to projects contractors and grantees; and
 - i. developing and maintaining a project monitoring system to include on-site and narrative progress reports and insuring the results are reported to the Council.
6. Advocate programs and policies which benefit people with developmental disabilities in terms of quality and quantity of services available to them by:
- a. assisting the planning efforts of state agencies to ensure that people with developmental disabilities receive adequate and appropriate services;
 - b. reviewing and commenting on State Plans of other agencies/programs impacting on people with developmental disabilities;
 - c. tracking state and federal legislation pertaining to people with developmental disabilities and providing information to the Governor, State Legislature and the U.S. Congress as necessary;
 - d. participating in state-wide coalitions which address issues concerning people with developmental disabilities; and
 - e. providing recommendations to Congress and the Administration on Developmental Disabilities and other federal agencies on national policy affecting persons with developmental disabilities.

7. Participate in the exchange of information among and between Councils on Developmental Disabilities of other states, the federal Administration on Developmental Disabilities (ADD) and the National Association of Councils on Developmental Disabilities (NACDD) by;
 - a. responding to inquiries and requests for information in writing via telephone, FAX or electronic mail and completing and returning questionnaires or requested reports;
 - b. attending conferences and meetings sponsored by ADD and NACDD, participating to the maximum extent feasible in the policy-making and governance of NACDD and encouraging and supporting Council member participation in the same;
 - c. request needed information from appropriate out-of-state resources; and
 - d. overseeing and maintaining an up-to-date, informative and useful website for the Mississippi Council on Developmental Disabilities.

April 2006